

CITY AND COUNTY OF HONOLULU  
REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES  
FOR REAL PROPERTY TAX COLLECTION

The City and County of Honolulu, Department of Budget and Fiscal Services, is seeking statements of qualifications from firms interested and qualified to review and revise policies and procedures relating to delinquent real property tax collection and foreclosure. Interested firms are requested to submit to the Chief of Treasury, Division of Treasury, Department of Budget and Fiscal Services, City and County of Honolulu, 530 South King Street, 1<sup>st</sup> Floor, Honolulu, Hawaii 96813, a statement of qualifications in the manner specified under STATEMENTS OF QUALIFICATIONS and expressions of interest for evaluation and inclusion on a list of firms qualified to provide these services.

Whenever circumstances require, the Department of Budget and Fiscal Services will select a firm from the resulting pre-qualified list. There is no guarantee that the submission of a Statement of Qualifications will result in an inclusion to the pre-qualified list or an award of a contract. All material submitted in response to the RFQ will become the property of the City and County. The City and County reserves the right to reject any or all Statements of Qualifications.

STATEMENTS OF QUALIFICATIONS

One original and three copies of the Statement of Qualifications shall be submitted along with a letter of interest. The Statement of Qualifications should include, at a minimum, the following information:

1. The name of the firm or person, the principal place of business, and locations of all of its offices.
2. The age of the firm and its average number of employees over the past five years.
3. Experience:
  - a. Summarize your firm's ability to review and revise policies and procedures relating to delinquent real property tax collection and foreclosure.
  - b. Describe your firm's knowledge of and experience with the State of Hawaii bankruptcy and foreclosure laws.
  - c. Describe your firm's knowledge of and experience with the City's real property tax ordinance.
  - c. Describe your firm's knowledge of and experience with Federal, State of Hawaii, and City and County of Honolulu laws relating to the collection of delinquent taxes, fees, or other assessments.
4. Resumes of key personnel who would be involved in providing services to the City and County of Honolulu, including area of expertise, years of experience, and capacity of involvement. Detail each individual's experience with collection of delinquencies, bankruptcies and foreclosures.
5. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year.

6. Describe the services your firm is capable of providing.
8. Any promotional or descriptive literature, which the firm desires to submit.
9. Disclosure of any conflict of interest in providing services for the City and County of Honolulu.

The letter of interest and Statement of Qualifications shall be submitted and received by the Chief of Treasury, Division of Treasury, Department of Budget and Fiscal Services, no later than 4:00 P.M., Hawaiian Standard Time on January 31, 2006. NO FACSIMILES WILL BE CONSIDERED. Any inquiries may be directed to the Chief of Treasury at (808) 527-5673.

A handwritten signature in black ink, appearing to read 'M. Waterhouse', written in a cursive style.

MARY PATRICIA WATERHOUSE, Director  
Department of Budget and Fiscal Services  
By order of MUFI HANNEMANN, MAYOR  
City and County of Honolulu